

ThinkPad Software Lesson Plan

Student Presentation

Note to teacher: Pretend this is like standardized test directions. The directions you give to the students will be in **bold**, any additional step by step directions for you will be in regular type. You, of course, do not have to read this word for word. You will also find some optional presentation items (*starred) at the end. If you fly through the presentation, try to cover as many of these topics as possible. If you don't get to them, no worries.

Be sure you have your toolbars set up as instructed on page 3. The directions and a screen shot are there for you. The agenda is as follows (if you want to write it on the board):

One Note

Overview

Getting Started

Searching Your Notes

Tagging Your Notes

Researching Features

Printing into One Note

Screen Clippings

Taking Handwritten Notes

Advice

Microsoft Office 2007

Microsoft Education Pack

Home Printers

Backing Up Your Files

Virus and Spyware Protection

Home Wireless

Edline

Announcements

My Contents

File Locker

Private reports

My Classes

Drop Boxes

*My Other Groups

*Command Center

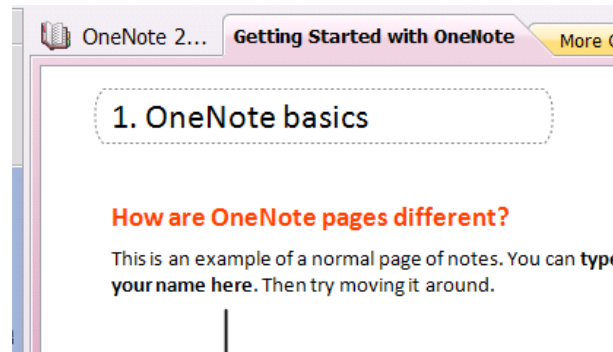
Open your screen using the latch and turn on your computer or bring it out of standby mode by pressing the "Fn" key if the computer does not automatically come back up. Make sure your wireless radio is switched on.

We will begin by using the mouse button and the keyboard, not the stylus pen. Please keep your stylus in its place until I ask you to remove it. It is imperative that you do not go ahead of me as I give step-by-step directions. I will be doing this tutorial along with you, so please be sure to watch the screen as I show you what to do and you won't get lost.

One Note

Let's begin by opening Microsoft OneNote. The icon is either on your desktop or in the Start Menu. If the icon is not on your desktop, go to Start, All Programs, Microsoft Office, OneNote 2007. (Teacher does the same)

The student's OneNote should open in the OneNote 2007 Guide notebook. If yours does not do this automatically, switch to that notebook by clicking on it (buttons on the left). The section title is "Getting Started with OneNote," the page title is "1. One Note Basics."

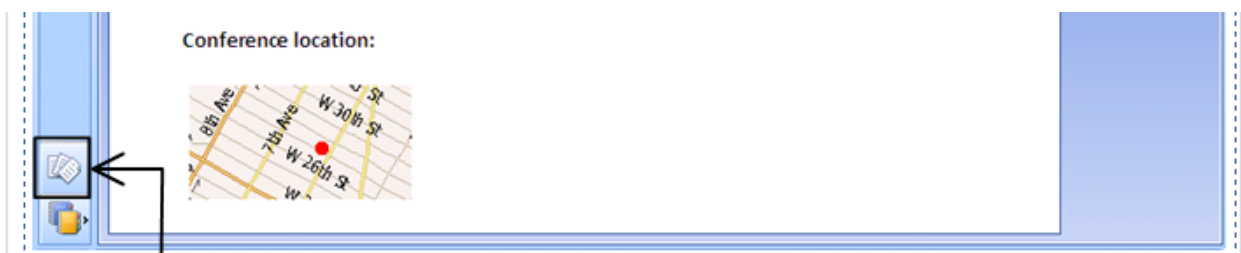


This notebook is the OneNote 2007 Guide. It is full of information and instructions about many of the features we will cover today and more that we will not be able to cover today. Do not delete this notebook; it is a great reference tool and how-to guide. OneNote is the software program that will allow you to take note in class. It is a great program for organizing notes. You never need to hit save in this program. Everything you do is automatically saved for you.

Overview

First, let's look at the screen layout. Notebooks are on the left side, you will have one notebook per course. Sections tabs are across the top. You will have one section for each unit or chapter in each class. Page tabs are on the right hand side. You will create one page of notes each day.

At the bottom of the page, on the left hand side is the Unfiled Notes section. Any screen clippings or side notes automatically go into this section for you to file later.



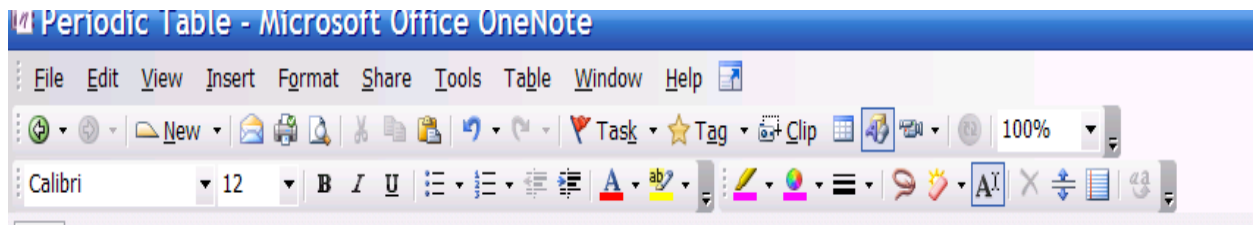
Unfiled Notes

On the One Note Basics page, move your cursor next to the arrow and type your name. Notice that as you type a block forms around your name and your cursor turns into a four-headed arrow. Hold the left mouse button down and move your name anywhere on the page. In One Note, you are able to move notes around to re-organize them where they make more sense to you.

Now move your cursor over the page tabs on the right hand side to “3. Take Notes of many Types.” Click to open. This page shows the various types of notes that can be used in One Note. Scroll down and see what options are available. We will cover most these note types in this training session.

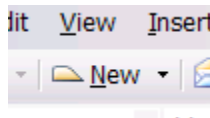
Click throught the rest of the pages in this section to see what info they cover. Remember to refer to these pages if you forget how to do something in OneNote. Now click on the yellow section at the top “More Cool Features.” Open the first page, “What Else Can I Do With One Note?” This page also provides links for step-by-step directions for much of what we will cover today as well.

Before we get started, we need to make sure you have all the toolbars we’ll be using today. Go to *View, Toolbars*. Make sure *Standard, Formatting and Writing Toolbars* are checked. We also need to make sure you can see all of the buttons on these toolbars. To move toolbars around, move your cursor over the four small vertical dots at the beginning of each toolbar. Your cursor will turn into a four-headed arrow. Hold your left mouse button down and drag the toolbars around until they look like mine.



Getting Started

Let's create a practice notebook. There are two ways to create notebooks. You can go to *File, New, Notebook* OR click on the drop-down arrow next to the *New* button in the toolbar (under *View*).



The New Notebook Wizard window will open.

Name this notebook "Tech Training" and choose color, click *Next*.

Chose "On this computer," click *Next*.

Verify the Path (the default location is fine), click *Create*.

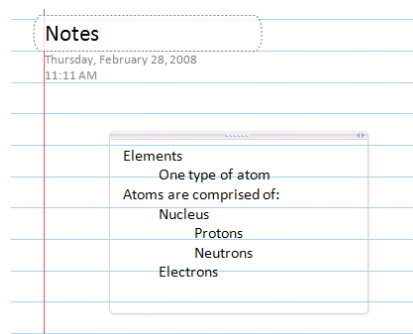
The new notebook will automatically open with a section tab at the top named, *New Section*. To rename the section, on the *New Section* tab, right click, select *Rename*. Name this section "One Note Training."

Now let's look at the new page on your screen. You should have a blank title bar at the top left. Click in that block and type the word *Notes*. Notice that as you type, the page tab on the right changes from *Untitled* to *Notes*. As you title each page, the name will be reflected on the page tabs on the side. Notice under the title bar the date and time stamp.

Now go to *Format, Rule Lines*. Play with the different choices available and pick the one you like. Notice that there is also graph paper available!

Now let's type some notes. Type the same notes on your page as I do.

Elements
 Only one type of atom
Atoms are comprised of:
 Nucleus
 Protons
 Nuetrons
Electrons



Click away from the notes that you just typed. Now move your cursor over the text and notice the box that appears. Move your cursor to the bar at the top of the box and your cursor will turn into a four-headed arrow. You can then hold the left mouse button down and you can move the whole box anywhere on the page. Release the left button. Now move your cursor over one line of the text your typed. A small square appears in front of the line of text. By clicking on that box, you can move just that line of text around the page.

Now let's make a new page. There are several ways to do this:

(1) Go to *File, New, New Page*

(2) Click on the drop-down arrow on the *New* button in the toolbar. Select *Page*.

(3) Click on the *New Page* button above the page tabs on the right.

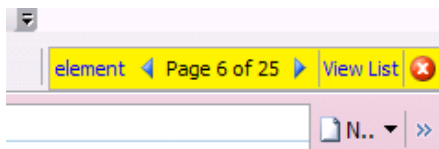
Set this page up as you wish (*Format, Rule Lines*).

Name this new page *Elements*. Go to *Table, Insert Table* or click on the *Table* button on the toolbar. You need 3 columns and 3 rows. Click *OK*. Click inside the first cell and type the following information. Use the tab button on your keyboard to move between cells:

Element	Symbol	Atomic Number
Hydrogen	H	1
Helium	He	2

Searching Your Notes

You can use One Note to search all of your notebooks, or just one notebook or section, for notes you took in the past. Click in the Search bar at the upper right hand of your screen, above the page tabs, with the little magnifying glass button. Type the word *element* and hit enter or click on the magnifying glass.



The search bar will turn yellow and will display the search results (page x of x) between two arrows. Clicking on the arrows will move you from page to page where ever the word, or form of the word, *element* is found. Clicking *View List* will open a results window that will give a snippet of the context where the word is found in your notes. You can choose how the list is sorted: by date, section or title.

Close the search box by clicking on the red “x” in the corner of the search box. Try another search by just typing the letters *ato* in the search box. OneNote will find any words that begin with those letters and will display the results.

Tagging Your Notes

You can also tag notes similar to annotation tags that you learned in English. Tags can be searched to pull up information quickly.

Click on the page tab for *Notes* to switch back to the first page we created. Move your cursor in front of the word *Protons* and click once. In the toolbar, click on the drop-down arrow next to the *Tag* button. Select the *Important* tag. A star will appear next to *Protons*. Now switch to the *Elements* page (click on the page tab on the right). Click once next to the words *Atomic Number*. Go to the drop-down menu in *Tags* and select the *Question* tag. A question mark will appear next to the words *Atomic Number*.

To search tags, click on the drop-down menu in *Tags* and select *Show All Tagged Notes*. The results window will open displaying all notes you have tagged sorted by tag type.

Research Features

You can also research any term in your notes that you may have a question about.

Go to the *Notes* page. Highlight the word *Nucleus*, go to *Tools, Research*. The research results window will open on the right hand side. Click on the small green arrow next to the word *Nucleus* to begin the search.

The first result that appears is the Encarta Dictionary definition of *Nucleus*. In the results window, under the word *Nucleus*, click on the drop down arrow next to the word *All Reference Books* and select *Encarta Encyclopedia*. Click on the link *Article – Encarta Encyclopedia*. This will take you to the MSN Encarta site online.

Now that you are online, go to www.webelements.com

Printing into One Note

While the pages loads, explain the following:

Anything that you can send to a printer, you can send to OneNote. Doing this is a great way to save web pages, pdf files, Word documents and more in one place, or to keep articles and sources with notes you take in class and avoid having to waste paper by printing, only to lose the pages later. Teachers may also send you worksheets or articles to annotate through OneNote.

Scroll down under the Periodic Table and click on the *Printable Table* link. Scroll down and click on the *WEBELEM2.pdf*. Go to *File, Print, Print to OneNote 2007*. Do not hit the Print button, since OneNote is not set as your default printer (you can set this later if you want). The periodic table will then be sent into OneNote in your Unfiled Notes section. We will now file it by moving it into the correct notebook.

Title the page *Periodic Table*. Right click on the page tab *Periodic Table* (right hand side). Select *Move Page To, Another Section*. Click on the section tab *One Note Training* under the notebook *Tech Training*. Click *Move*.

Once the file has been moved, you'll see an empty warning screen in the *Unfiled Notes* section. To find the file, click on the *Tech Training* notebook button on the left side.

This is the same process you will follow when printing anything: Word documents, Power Point slides, etc. To stay organized, it is best to file anything you print into One Note immediately after printing into the program. One Note does not know where you want the printout filed – you have to tell the program where to put it!

Open the page tab on the right hand side labeled *Periodic Table*. You should now see the pdf file that we sent from the web into One Note. Above the Periodic Table, type the URL that we just visited: www.webelements.com.

Notice that as you type, OneNote recognizes what you type as a website address. Click on this address. Your internet browser will take you back to that page immediately.

Screen Clippings

As the site loads again, explain the following:

You can also take screen clippings of images or text directly from the web or any program on your computer. This can be useful if you just need a diagram or image from a site to place in your notes, in a report, Power Point, etc.

Once the site opens, click on the Mugs link at the upper right. Locate the larger image of the Periodic Table Coffee Mug. On your keyboard, press the *Windows* key (between Control and Function on the lower left side) and the letter *S* key together (*Windows + S*). Your screen will become cloudy and your cursor will turn into a cross-hair.

Move the cursor to the upper left corner of the mug. Hold your left mouse button down and drag a box around the picture. As you create the box, what you select will become clear. Release the mouse button once you have selected the picture.

OneNote will then open with a copy of the screen clipping you just took. Click somewhere above the screen clipping, and type the words *Coffee Mug*. Now move this page into our notebook, just as we did before. Right click on the page tab, select *Move Page To*. Notice that since we recently moved another file into the *Tech Training* section, the path *Tech Training/OneNote Training* is listed for you above the words *Another Section*. Click on that path to move the clipping.

You can also use the cut/copy and paste features (like you do in Word) to move this clipping anywhere in OneNote or into another program such as Word or Power Point.

Close the internet and switch your wireless radio off to conserve your battery.

Taking Handwritten Notes

Now let's do a little annotating. Remove your stylus from the left side by gently pressing on the end of the pen to release it.



Find the *Pens* button in the toolbar. Use your stylus to click (tap once) on the drop-down arrow to view all of your pen choices. Select one of the highlighters by tapping once with your stylus and practice highlighting on the Periodic Table.

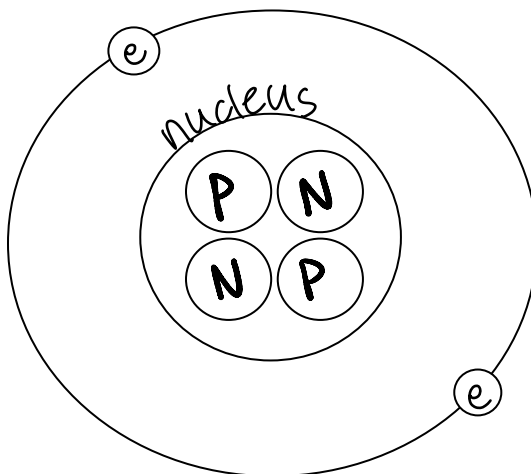
Now switch to a pen by going back to the drop-down menu next to the *Pens* button in the toolbar. Notice that you have several colors and pen weights from which to choose. You may also customize your pen and highlighter colors in this menu later.

On the *Elements* page, next to the element Helium (He) in the table, draw a picture of a balloon using a few different colors.

Now we will practice taking handwritten notes in OneNote. It is easiest to write on the screen by folding your screen over and holding the computer or placing it on the table rather than leaving it set up in a normal laptop configuration. The screen should automatically sense which way you are holding the computer and adjust accordingly. If the screen does not automatically adjust, tap the *Rotate Screen* button until you are happy with the configuration.

Using your stylus, switch back to the *Notes* page. Below your notes, draw an atom using several different pen colors and weights.

Teachers: you may want to have your assistant draw the diagram on the board so you can draw this in OneNote along with the students.



Now let's create a new page as we have done before. This time, try using your stylus as your mouse to maneuver through the program. Handwrite the page title *Handwriting Practice*. Practice writing by writing your schedule for this term. Include the class name, teacher name and room number (if you remember it) just to practice writing.

For example:

English	Mrs. Bordleon	Room 92
Algebra	Mr. Kraus	Room 10
P.E.	Coach Becerra	Gym
La. History	Ms. Galatas	Room 293

Your handwriting will get better as you practice.

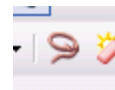
All of the features we practiced before with typed text work on handwritten text. To switch out of pen mode, click on the small uppercase A in the same toolbar as the pen.



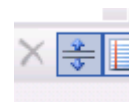
Now hover your cursor over the handwritten notes. Notice that the small square will appear next to each individual line and the cursor will turn into a four-headed arrow and allow you to move lines of text around on the page. Practice doing this.

To select an entire block of text, there are two options. If you hover the cursor over a block of text, a box will appear around certain sections of text that seemed to be grouped together. Hover the cursor over the bar at the top of the box. Touch the bar and keep contact with the screen as you move the text box around. Release the pen when you have placed the text where you want it.

If the default text box doesn't select exactly what you want, you can use the *Lasso* button in the toolbar to select specific notes. Click on the *Lasso* button and your cursor will turn into crosshairs. Draw a circle around a group of text you want to move. Notice how the text shows that it is selected. Now you can move the selected box around with your stylus.



You can add space between lines of handwritten notes. Click on the *Add Space* button in the toolbar. Your cursor will turn into an arrow with a dark grey line across the page. Hover your cursor so that the line rests between two of the lines of text you wrote earlier. Touch the stylus to the screen and drag down to add more space. When you are happy with the amount of space, release the stylus.



You can also convert your handwritten notes to text. Use either the *Text Select* button (the letter A) to highlight a line of text or the *Lasso* tool to select a line of text. Click on the *Convert Handwriting to Text* button. The better your handwriting, the better the text recognition. This takes practice! You can use the keyboard to edit, if needed.



OneNote, however, is not a great formatting tool. Obviously, you should not handwrite a paper in OneNote and hit the *Convert to Text* button and turn it in. There will be many mistakes in the conversion. If you need to write a paper, you can use OneNote to collect information and brainstorm, but it would be best to do the actual writing in Word.

The only way to become a OneNote expert is to use it! Practice tonight at home: You can try to create notebooks for all your classes or try to transfer some of your old notes onto the computer to practice your handwriting.

Advice

Transferring OneNote files can be difficult. The easiest way to transfer a file out of OneNote is to save it as a pdf. To save a OneNote file as a pdf (for Adobe to read), go to *File, Publish as a PDF or XPS file*. You can choose there to save the page, section or notebook – whatever you need!

DO NOT try to re-organize your One Note files through the *My Documents* folder on your computer! The One Note program will self-organize and creates specific links for itself. Re-organizing any other way will make these links no longer valid! If you no longer need a notebook, you can go to *File, Close this Notebook* so it no longer shows up on your sidebar. If you need to move files out of *Unfiled Notes*, do this while in the program – not in *My Documents*.

Close OneNote. Remember that OneNote automatically saves everything you do, so there is no need to save before exiting. The next time you open OneNote, the program will open in the last page you were working on.

Microsoft Office 2007

Now let's look at Office 2007. All of the same features from Word 2003 are there, you just have to find them. We will review a few of the main features. Open Word 2007 by either clicking on the icon on your desktop or by going to the Start menu.

All of the commands are now put into "ribbons" across the top of the screen. Click through the ribbon tabs at the top to see where the functions are. Most of the important functions have been moved to the *Office Button*. Click on the *Office Button*. Notice that *New*, *Open*, *Save* and *Print* have been moved here.

Older versions of Word (2003 and older) cannot open files created in Word 2007. To be safe, you can choose to save files so they will be compatible with older versions by going to *Office Button*, *Save As*, *Word 97-2003 Document*.

We want to feature two new Word 2007 functions. Click on the *Insert* ribbon. In the *Illustrations* box, click on *SmartArt*. SmartArt is a great graphic organizer tool. Click through the different graphic styles to see what is available. This feature can also be used in PowerPoint to make professional looking graphics!

The next feature we want to review is *Ink*. Click on the *Review* ribbon. Click on the *Start Inking* button on the upper right. You can now use your stylus in Word to ink up a document – great for peer editing or making notes to yourself as you work on a paper. The ink is saved as an image. If an inked document is opened in an older version of Word, it will still be there.

Close Word. We want point out a few new programs that are on your machine.

Microsoft Education Pack

You can create digital flash cards. Go to *Start, All Programs, Microsoft Education Pack, Explore the Education Pack*. Click on *Ink Flash Cards, Open a Sample Set of Cards*. To switch to single side view, go to *View, One Side*. You can flip the card over by clicking on the bottom right corner of the card. You can advance to the next card by clicking the double arrow button. Click through the cards to see what types of flash cards you can make now!

Close out the Ink Flash Cards and the Education Pack. Go to *Start, All Programs, Microsoft Experience Pack*. Click through the buttons on the left to see what features are here.

Home Printers

You may certainly add your home printer to your laptop. Notice, however, that there is no CD Drive on our laptops. To add your home printer, you will need to download the software from the internet. If you have any questions about this, visit the HelpDesk.

Backing Up Your Files

You are expected to backup your files on a consistent basis. SSA provides you two places to backup your files: an SD Card and the Edline File Locker.

SD Cards

Each of you have been given an SD card in your bag. To save individual files to the SD Card, go to *File, Save As*. A *Save As* window will open. From the drop-down menu at the top, select the SD Card and save your file as usual.

To save multiple files, open your *My Documents* folder. Select the files or folders you wish to backup. Right-click and select *copy*. Then open the *My Computer* link (from *Start*) and open the SD Card. Right-click in the SD Card window and select *Paste*. You can backup all of your One Note Notebooks by selecting the entire *OneNote Notebooks* folder, copying and pasting it to your SD Card.

Edline File Locker

You may also backup work on your Edline File Locker – we will cover this in a moment.

Virus and Spyware Protection

You have two different virus/spyware protection programs on your computer. You are not to disable either program under any circumstance.

Trend Micro

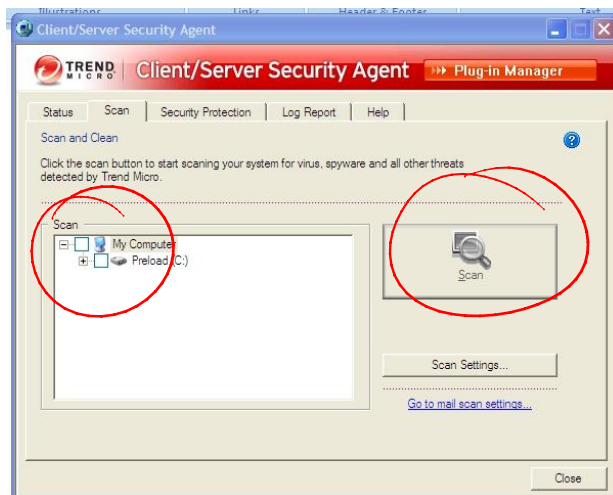
Trend Micro will automatically update and scan your machine while you are connected to the SSA network. It will also block certain sites in which the program finds problems such as viruses or spyware. This program will block sites both at school and at home.

To force an update or scan, right-click on the Trend Icon and select *“Client/Server Security Agent Console.”* You can force an update by clicking *“Get Latest Update”* on the *Status* tab.



Get Latest Update

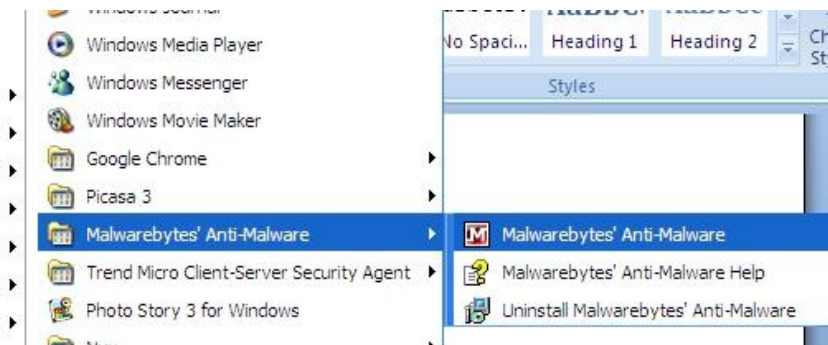
To force a scan of your computer, click on the *Scan* tab and check the box next to *My Computer*, then click *Scan*.



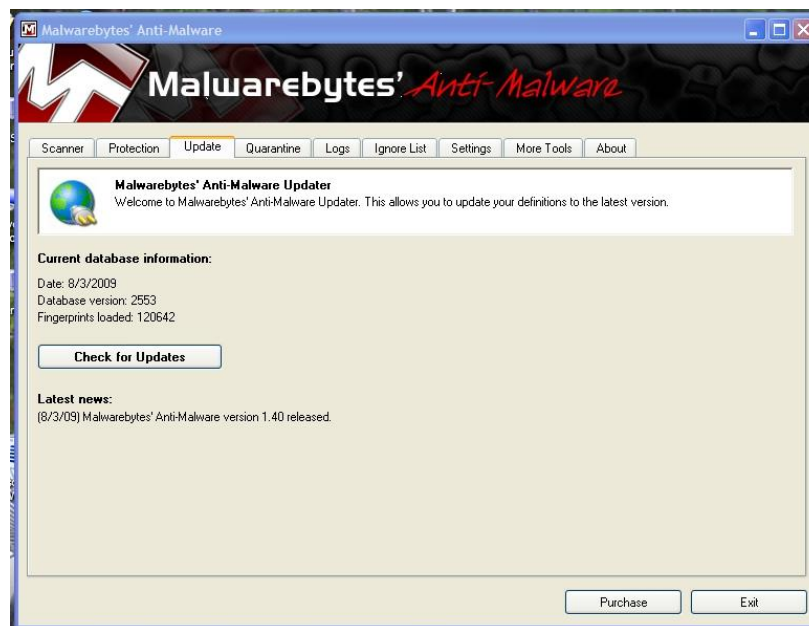
MalwareBytes

MalwareBytes is a malware/spyware scanner that is on your computer to complement Trend Micro. MalwareBytes does not automatically update or scan, it is up to you to update and run this scan on a consistent basis.

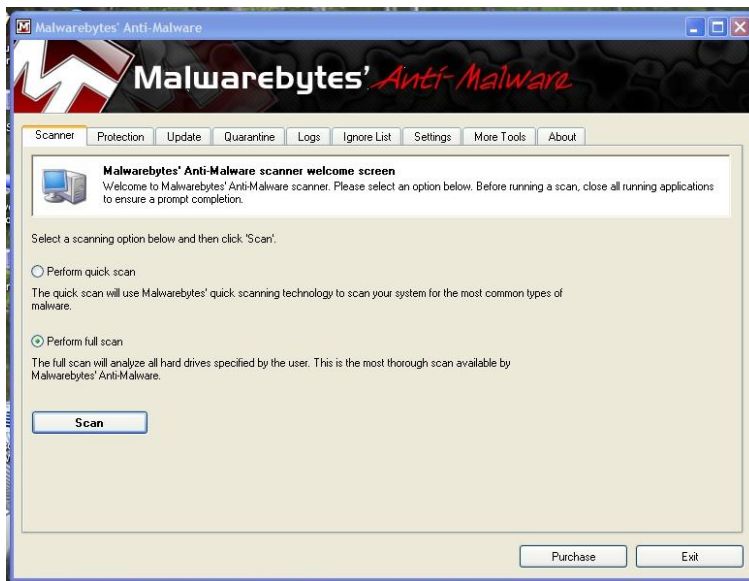
To open MalwareBytes, go to *Start, All Programs, MalwareBytes' Anti-Malware, MalwareBytes' Anti-Malware*.



Be sure to run updates before scanning. To run updates, click on the *Update* tab at the top of the MalwareBytes window. Click *Check for Updates*. The updates will begin to install themselves. You may have to click *OK* during or after the installation.



To run a scan, click on the *Scanner* tab at the top of the MalwareBytes widow. A *Quick Scan* takes about 30 minutes and will scan files and file locations that are the most likely to contain malware or spyware. A *Full Scan* takes about an hour and a half and deeply scans every file on your computer. We recommend running the quick scan daily and the full scan weekly.



Home Internet Access

Teachers: please display the Tech@SSA page on Edline

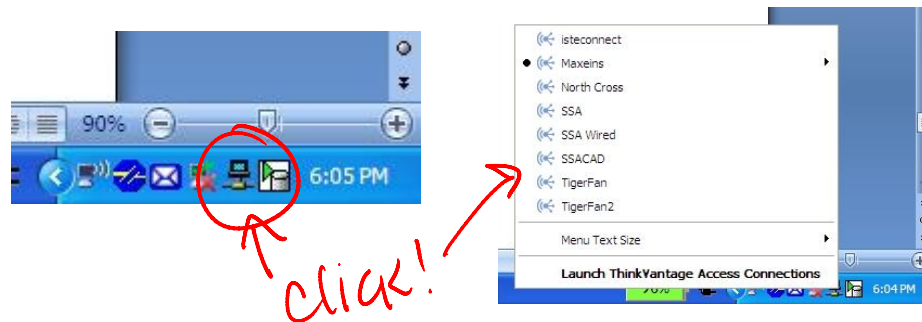
You may establish your home wireless on your laptop. Since we use a program called *Think Advantage* to configure SSA's wireless, you will have to use the same program to configure your home wireless. Using Windows to configure your home wireless will disconnect your school wireless access. To find directions on establishing your home wireless on your laptop, go to *Edline, Tech@SSA, Setting Up Your Home Wireless*.

If you do not have internet access at home, or are having problems with your home internet connections, you still have many options for accessing the internet:

- **Use your 15 minute break each morning**
- **Use your 50 minute lunch break**
- **Remain in the library after school**
- **Visit a branch of the St. Tammany Parish Libraries**

It is not necessary to have wireless internet access at home. You may use wired internet access by simply unplugging the Ethernet cord from your home desktop and plugging it into your laptop.

To easily switch between wireless connections, click on the Think Vantage icon in your taskbar.



Edline

Teachers: please logon to Edline at this time. If there is a student who has not activated their account yet or is having problems logging on, ask them to just pay attention for now and activate their account later. If they have lost their activation code, have them check with the HelpDesk after this session.

Below is a bullet list of Edline features that you may review with the students. There are not step-by-step directions for each feature, so just adlib as you would in class.

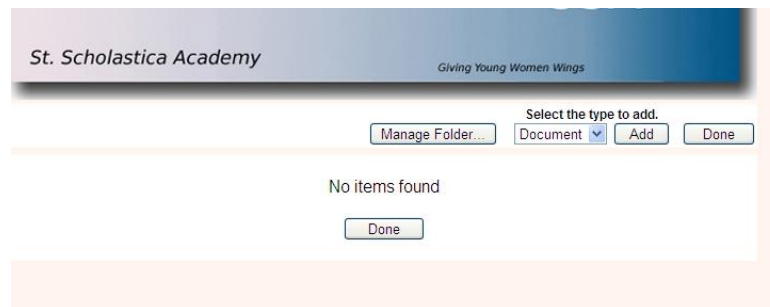
You will be using Edline daily here at SSA. Through Edline, you receive your schedules, announcements, class, club and school information. You should have received an Edline account number during the registration process. If you have not activated your Edline account or are having problems accessing your account, please contact the HelpDesk. Both you and your parent(s) need separate accounts since some items visible to students are not visible to parents.

Announcements

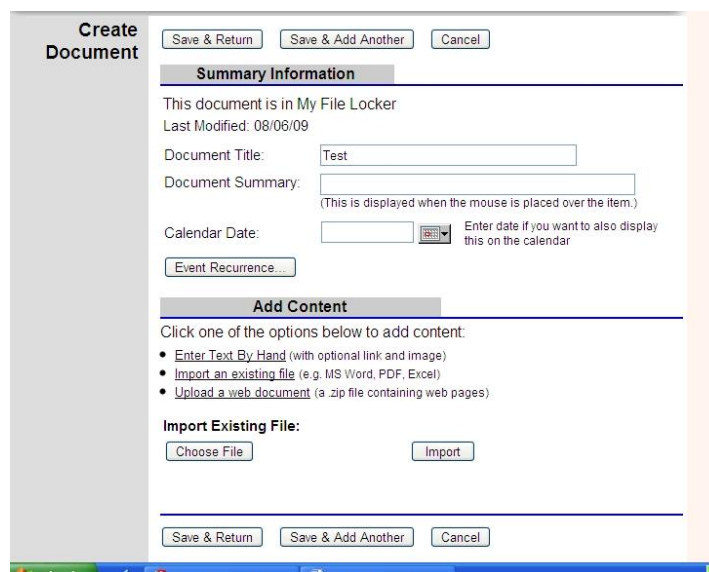
- School wide announcements will be posted under the “Announcements” section on the main Edline page.
- It is your responsibility to check the announcements daily!
- Specific technology announcements are posted under Help Desk Announcements.
- If you have brought your computer to the Help Desk for service, this is where you will check on its status.

My Contents

The link *My File Locker* under My Contents is a good location to back up files you need for class. Once your work is stored in *My File Locker*, you can access your file anywhere, from any computer. To upload a file, click on *My File Locker*. Select *Document* from the drop-down menu, then click *Add*.



A new window will open.



First, next to *Document Title*, give the file a title that will make sense to you so that you can identify it later. Next, click on *Import an Existing File* under *Add Content*. Click *Chose File* and select the file you wish to backup. Click *Import* and allow the file to upload to Edline. If you only had one file to backup, click *Save & Return* once the file has loaded. If you have another file to backup, click *Save & Add Another*.

With two opportunities to backup your work, both on the provided SD card and in *My File Locker*, there should be no technology excuses for not having your school work ready on-time for class.

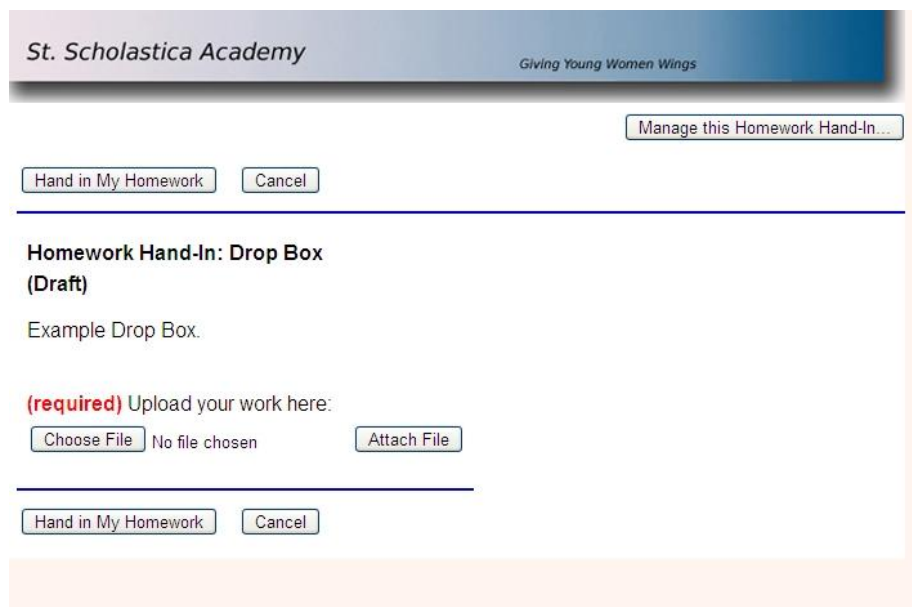
You may find your class schedule in *Private Reports* under *Line Schedules*.

My Classes

Your classes will be listed under the *My Classes* section. Please pay attention to each teacher for their instructions on how Edline will be used in class.

Some teachers utilize *Drop Boxes* for the submittal of work. Your teacher will provide a drop box link under their *Contents* section. Be sure when you submit work through a drop box that you do the following:

1. Click *Choose File* then select the file you need from your computer.
2. Click *Import*.
3. Click *Hand-In My Homework*. If you forget this last step... your teacher will NOT receive your work!



The screenshot shows the 'St. Scholastica Academy' interface with the tagline 'Giving Young Women Wings'. At the top right is a button 'Manage this Homework Hand-In...'. Below this is a section titled 'Homework Hand-In: Drop Box (Draft)' with the text 'Example Drop Box.' Below that, it says '(required) Upload your work here:' followed by a 'Choose File' button, the text 'No file chosen', and an 'Attach File' button. At the bottom of the section are two buttons: 'Hand in My Homework' and 'Cancel'.

My Other Groups

You can find information on your grade-level activities as well as any sports or clubs you are involved in under this section. If you have joined a team or club and do not see it listed under *My Other Groups*, contact the coach or moderator.

Command Center

Go to the command center to update your email address or password. Be sure to allow school to send you emails. You will NOT receive emails from your teachers if you choose *no* for this option.